



The City Beautiful

City of Coral Gables Job Description

Job Title: Carpenter
Department: Public Works
Classification: 3106
Pay grade: 18C
FLSA: Non-Exempt

Prepared Date: 09/2015
Approved By: HR/CM



Summary

Performs skilled rough and finished carpentry work at the journeyman level.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Performs maintenance repairs on doors, floors, windows, partitions, roofs, ceilings, trim work, mobile partitions and small parts of buildings.

Repairs and builds tables, chairs, benches, cabinets, counters, windows, doors and other wood items; makes minor repairs to equipment and apparatus.

Builds new items to match old items and repairs old items to look new. Performs framing and form work.

Lays out and builds walls as per plans.

Demolishes items as instructed.

Places waterproof and protective coatings on wood items.

Prioritizes work schedule, prepares requisitions and obtains supplies for assignments.

Cleans up after emergencies.

Conforms with and abides by all regulations, policies, work procedures, instructions and safety rules.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of standard methods, materials, tools and practices of the carpentry trade occupational hazards and safety precautions of the trade. Ability to plan, lay out and perform carpentry work, read and interpret blueprints and sketches. Ability to interpret and understand ordinances, regulations and guidelines to ensure work meets requirements. Ability to operate flat bed and buckets trucks. Skills in care and use of hand tools, bench tools and equipment in the carpentry trade.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately outdoors and requires the ability to engage in continuous active field work requiring physical stamina. Must be able to lift, carry and or push articles weighing up to 50 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into hazardous areas, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Graduation from high school or GED

Two (2) years of skilled carpentry experience, plus completion of recognized apprenticeship program in carpentry; or four (4) years of skilled carpentry experience at the journeyman's level.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Valid Florida Class B Commercial Driver's License

CDL requirement may be waived for up to 120 days but must be obtained by the end of the 120 days for continued employment; as long as employee has a valid Florida Driver's License.